



STATE OF SOUTH CAROLINA
Budget and Control Board

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Computer Operator I - 083014**

An Equal Opportunity Employer

OPENING DATE: 05/23/09

JOB TITLE: Computer Operator I - 083014

POSITION NUMBER: 083014

STATE SALARY RANGE:

\$20,450.00 - \$37,840.00 Annually

CLOSING DATE: 06/05/09 11:59 PM

CLASS CODE: AJ38

SLOT NUMBER: 0003

AGENCY HIRING RANGE - MIN:

\$20,450.00

AGENCY HIRING RANGE - MAX:

\$27,500.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday, 11:00 p.m. - 7:00 a.m.

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply online.

JOB RESPONSIBILITIES:

This position is located with the Division of State IT. Under general supervision, incumbent will perform computer operations for the Print and Mail section. Schedules job and workload for processing following documented procedures. Documents and reports all problems to appropriate personnel and communicates shift status to appropriate managers. Communicates hardware problems to vendor support personnel and follows up on problem resolutions. This is a 3rd shift position with normal work hours being Monday - Friday, 11:00 p.m. - 7:00 a.m.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A high school diploma with basic knowledge of computers.

ADDITIONAL REQUIREMENTS: A high school diploma with basic knowledge of computers.

ADDITIONAL COMMENTS:

Supplemental questions are considered part of your official application. Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.